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1 October 1951

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MEMORANDUM FOR THE RECORD:

SUBJECT: Overseas Travelers, Security Briefings for

On 13 September, Colonel Edwards assigned to the writer and Mr. [REDACTED] the problem of coordinating with the operating offices the matter of the scope of briefings which are given to CIA personnel prior to their departure for overseas stations. The assignment is to establish whether there are any deficiencies in these briefings from a security standpoint and arrange for the elimination of such deficiencies through more comprehensive briefings in I&S and/or the operating office prior to the departure of overseas travelers.

On 18 September, [REDACTED] and the writer met with representatives of OSO. This meeting is covered by a memorandum for the file, dated 18 September, by [REDACTED]. Subsequent meetings will be held with OPC and other offices if necessary in order that the complete procedure may be reviewed.

Collateral with the above assignment, [REDACTED] on 27 September, assigned to the writer the project of coordinating the matter of security briefings of overseas travelers by I&S with the newly established [REDACTED] is

being set up under orders of Mr. Dulles to be in operation on 1 October. It is planned that this [REDACTED] will handle all details of official travel after a travel order is issued by the office of the traveler concerned. The purpose of the Section is to eliminate insofar as possible the great number of places widely distributed throughout CIA which a traveler must contact in order to complete all necessary arrangements prior to overseas travel. In a preliminary meeting between Mr. [REDACTED] of Personnel, it had been stated that it

was desired to have a representative from each of the processing offices concerned available at the Processing Section to handle travelers as they reported for processing. The practicability of such a plan is questioned by [REDACTED] in that it would require the full-time detail of a man from each office concerned with the [REDACTED]

In a meeting attended by [REDACTED] and the undersigned, it was agreed that I&S should propose that security briefings be conducted in the office of [REDACTED] in "I" Building on definitely scheduled appointments. It was also agreed that Mr. [REDACTED] would prepare an outline check list for the use of the security briefer with the understanding that briefings would include all items on the check list but not be limited thereto and not be allowed to become a routine matter.

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The writer, accompanied by [REDACTED] met with [REDACTED] (1018, "I"). The meeting also included [REDACTED] who will be in charge of the [REDACTED]

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The tentative procedure for implementation of the [REDACTED] was discussed. [REDACTED] stated that the Section would be established in "I" Building in the 2000 corridor so that there should be no problem regarding the location of the security briefing which can be done in Mr. [REDACTED] office, at 2044 in the same corridor. It was agreed that Mrs.

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[REDACTED] will transmit to [REDACTED] a copy of each travel order received and will arrange with him to set a definite appointment for the traveler for security briefing. [REDACTED] was advised to set the appointment insofar as possible at a time subsequent to the briefing which the traveler will have received from his office regarding his cover, conduct, duties, etc., but sufficiently in advance of the estimated date of departure of the traveler so that if any deficiencies are found during the I&S security briefing they may be corrected prior to departure. It was explained to those present by the writer that upon receipt of the travel order in I&S the file of the subject would be reviewed to ascertain whether there is any security objection to the proposed travel and if so, Personnel would be immediately advised so that all processing could be stopped at that point. [REDACTED] was also advised by the writer that a system should be established whereby I&S [REDACTED] will be notified upon the return of every traveler from overseas so that a security debriefing can be arranged if necessary.

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[REDACTED] stated that at the present time [REDACTED] is furnished with a list of all travelers who are embarking on their permanent change of station. It was agreed by the writer that the submittal of all travel orders to [REDACTED] would eliminate the necessity of the notification by Personnel to [REDACTED]. The writer later coordinated this point with [REDACTED] with the understanding that [REDACTED] will notify [REDACTED] of the name of each traveler as he receives the travel orders. [REDACTED] will then set up a polygraph appointment for any traveler on which a polygraph is required.

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The meeting was adjourned on the note that the procedures as outlined must be tentative inasmuch as the actual operation may disclose certain defects in following the procedures as contemplated at this time.

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